

ORDINANCE NO. 1800

AN ORDINANCE TO ADOPT CHAPTER 73 OF THE CODE OF SUSSEX COUNTY RELATING TO ADDRESSING AND STREET NAMING.

WHEREAS, it is determined that in order to better serve the health, safety and welfare of the citizens of Sussex County, it is necessary to revise the Code of Sussex County to adopt an ordinance that will establish standards for naming roadways, posting street signs and assigning numbers to all dwellings, principal buildings, businesses and industries; to assist emergency service agencies, the United States Postal Service and the public in the timely and efficient provision of services to residents and businesses of Sussex County; and

WHEREAS, Council finds that this Ordinance will accomplish the above identified purposes.

NOW, THEREFORE THE COUNTY OF SUSSEX HEREBY ORDAINS:

CHAPTER 73

ADDRESSING AND STREET NAMING

ARTICLE I

GENERAL PROVISIONS

§ 73-1 TITLE AND SCOPE

§ 73-2 GOALS

§ 73-3 OBJECTIVES

ARTICLE II

STREET NAMING

§ 73-4 STREET REQUIRING NAMES

§ 73-5 STREET NAME SELECTION

§ 73-6 PREFIXES

§ 73-7 SUFFIXES

§ 73-8 DUPLICATION OF STREET NAMES

§ 73-9 MULTI-MUNICIPAL ROADS

§ 73-10 NAMING NEW ROADS

§ 73-11 RESERVING NEW STREET NAMES FOR NEW DEVELOPMENT

§ 73-12 LENGTH OF NAME

§ 73-13 RENAMING EXISTING STREETS

1. Eliminating Conflicting Street Names

2. Notification of Conflict

3. Eliminating Conflicting Street Names

4 Alternate Street Name Review

5. Notification of Name Change

§ 73-14 STREET NAME CHANGE

§ 73-15 EFFECTIVE DATE OF CHANGE

§ 73-16 ADJACENT COUNTY COORDINATION

§ 73-17 COUNTY ROAD NUMBERS

§ 73-18 PRIVATE LANES

ARTICLE III

STREET NAME SIGNS

§ 73-19 INTRODUCTION

§ 73-20 DESCRIPTION OF SIGNS

1. Sign Color

2. Sign Height

3. Sign Placement

4. Sign Posts

5. Sign Letters

6. In Lieu of Signs

§ 73-21 RESPONSIBILITY FOR STREET NAME SIGNS

1. Existing Public Roads

2. Existing Private Roads

3. New Public and Private Roads

ARTICLE IV

ADDRESSING POLICY

§ 73-22 ADDRESSING AGENCY

§ 73-23 ADDRESSING METHODOLOGY

A. Frontage Interval/Grid Addressing System

- 1. The Frontage Interval**
- 2. Odd/Even Number Location**
- 3. Beginning Point**
- 4. Fractional, Alphanumeric, Hyphenated Addresses**
- 5. Bridges**
- 6. Diagonal Streets**
- 7. Circular Streets**
- 8. Cul-de-sacs**
- 9. Corner Lots**
- 10. Crossing County Lines**
- 11. Stacked Addresses**
- 12. Apartments and Duplexes**
- 13. Businesses**
- 14. Interfacing With Existing Systems**
- 15. Mobile Home Parks**
- 16. Highways**
- 17. Structures**
- 18. Preplanning Subdivisions**

§ 73-24 EXEMPT BUILDINGS AND USES

§ 73-25 CHANGING ADDRESS NUMBERS

§ 73-26 ADDRESSING NEW CONSTRUCTION AND DEVELOPMENT

- 1. Building Permit Requirements**
- 2. Subdivision Requirements**

§ 73-27 RESPONSIBILITY FOR DISPLAY OF ADDRESS NUMBERS

§ 73-28 SIZE AND LOCATION OF STREET ADDRESS NUMBERS

1. Residences, Townhouses and "In-Town" Businesses

2. Private Lane and Long Driveways

3. Industrial and Commercial Structures in Low Density Areas

4. Apartment Buildings and High-rises

5. Bridges

§ 73-29 NOTICE TO COMPLY

ARTICLE V

ENFORCEMENT

ARTICLE VI

EXECUTIVE SUMMARY OF RESPONSIBILITIES

§ 73-30 COUNTY OFFICIALS

§ 73-31 SUSSEX COUNTY GOVERNMENT ADDITIONAL RESPONSIBILITIES

§ 73-32 UNITED STATES POSTAL SERVICE

§ 73-33 PROPERTY OWNERS AND RESIDENTS

§ 73-34 DEVELOPERS

ARTICLE VII

SOURCE GUIDES

ARTICLE I

GENERAL PROVISIONS

§ 73-1 TITLE AND SCOPE.

*This chapter shall be known as the County-Wide Street Naming and Addressing Ordinance. It's purpose is to establish standards for naming roadways, posting street signs and assigning numbers to all dwelling, principal buildings, businesses and industries; and to assist emergency service agencies, the United States Postal Service and the public in the timely and efficient provision of services to residents and businesses of **Sussex County**.*

In some instances there may be exceptions to retain existing addresses. In these instances, addresses may be "grandfathered", but only after being reviewed and approved by Sussex County for grandfather status.

§ 73-2 GOALS.

The primary goal of this policy is to provide emergency service agencies with a complete set of accurate addresses, so that emergency victims can be located with greatest efficiency. This means adopting addressing standards that can be followed as a guide.

Secondary goals include:

- 1. Conversion of rural route numbers to street addresses*
- 2. Correcting address problems within current developments*
- 3. Ongoing assigning of addresses to new development*
- 4. Installation of road signs*
- 5. Maintenance of countywide street name and address database*

§ 73-3 OBJECTIVES.

- 1. To improve the quality of life for residents of **Sussex County** through easier delivery of mail and services,*
- 2. To project a positive and progressive image to residents, prospective residents and developers, and*
- 3. To promote the local tourist industry by making it easier for visitors to locate the attractions of **Sussex County**.*

ARTICLE II

STREET NAMING

§ 73-4 STREET REQUIRING NAMES

A roadway will be named if it meets at least one of the following conditions:

- 1. If two or more dwelling units or business related buildings exist, or are proposed to be constructed, along the roadway or are served by the roadway.*
- 2. If dwelling is serviced by a driveway longer than 500 Feet.*

3. *If a structure is not visible from the main road*
4. *If the roadway is maintained by the Delaware Department of Transportation.*

§ 73-5 **STREET NAME SELECTION**

The following standards will be used:

1. *A street name should be appropriate, easy to read (so that children can use the name in an emergency situation), and should add to community pride by promoting local heritage, history and traditions and reflect local geography and character.*
2. *Names with the same theme (i.e., flowers, states) are suggested for naming streets in an entire subdivision, as a means of general identification.*
3. *Historically used road names should be retained where possible.*
4. *Names tending to be confused as homonyms, having the same or similar pronunciation but with different spellings, are discouraged within a municipality, zip code, or emergency service zone area (e.g., Smith, Smyth or Smythe; Ellis or Alice; Allen or Alan).*
5. *Names which may be offensive (slang, double meanings, etc.) shall be avoided.*
6. *Use of frivolous or complicated words, or unconventional spellings in road names is discouraged.*
7. *Avoid sound-alike names (e.g. Bay View DR, Bayview DR or Brainard LN, Barnard LN).*
8. *Do not use special characters in road names such as hyphens, apostrophes or dashes.*
9. *Avoid the use of standard suffixes or directional suffixes or directional suffixes or prefixes as road/street names (e.g. North BLVD, Court ST, Avenue of Pines).*
10. *Avoid family names or individuals names, especially living persons and politicians.*

§ 73-6 **PREFIXES**

Directional prefixes will be used only when necessary, such as for distinguishing regions of a continuous road traversing several communities. A street may have no more than one directional prefix as follows: North, East, South, West. (North East Baker Street, for example, is discouraged.)

§ 73-7 **SUFFIXES**

The following are acceptable suffixes and the abbreviation should be used at all times.

Please see Insert 1 for the complete list of acceptable suffixes and where they can be used.

§ 73-8 **DUPLICATION OF STREET NAMES**

When naming new streets, duplication of names must be avoided within a community, postal zip code and emergency service zone area. Sussex County Government will keep an updated list of the street names in the county to help prevent reuse of existing names.

*If two or more streets in the same community, zip code or emergency service zone area have duplicate, or otherwise confusing names, the policy for Renaming Existing Streets must be considered. See **Section 73-13**.*

A street name combination (prefix, primary name and suffix) should be used only once, and may not be used in any other alignment, within a community, zip code, or emergency service zone area (e.g. Jones Drive and Jones Circle; or West Jones Street and Jones Street West).

§ 73-9 MULTI-MUNICIPAL ROADS

Roads, which pass through, more than one municipality should bear the same name throughout the county wherever possible. Street and roadway name changes will only occur at street intersections.

§ 73-10 NAMING NEW ROADS

New streets will be named during the subdivision process. In case the requirements of an Incorporated Town subdivision ordinance contradict this policy, the more restrictive requirements will apply.

§ 73-11 RESERVING NEW STREET NAMES FOR NEW DEVELOPMENT

*At the time of filing an application for subdivision, the developers or property owners shall submit to **Sussex County** Government a written request to reserve new street names, so that the names can be reviewed and approved to avoid possible duplication. Failure to do so will result in disapproval of the final map by the affected municipality.*

Street name(s) become final upon recording of the final subdivision plan.

*Street name(s) may be reserved for three years. If final recording of the preliminary subdivision plan does not occur within three years, a written request for a two-year extension of the street name reservation may be submitted to **Sussex County** Government. If such a request is not received, the name(s) will no longer be reserved.*

***Sussex County** Government will review all subdivisions for conformance with this street naming policy at the time of preliminary plan review.*

§ 73-12 LENGTH OF NAME

The following is the recommended character format for road/street names.

Prefix Directional 2 characters

Street Name 28 characters

Street Suffix up to 6 characters (must meet MSAG Standards)

Post Directional 2 characters

§ 73-13 **RENAMING EXISTING STREETS**

If an existing street needs to be renamed because of a duplicate name, or because of non-compliance with any other portion of this street naming policy, then the following procedures will be followed:

1. Eliminating Conflicting Street Names

*In the case of two or more conflicting street names, **Sussex County** Government will use the following point system to recommend which street name should be changed. The street awarded fewer points should be changed.*

POINT SYSTEM FOR RESOLVING STREET NAME CONFLICTS

<u>Condition</u>	<u>Points</u>
<i>Older recognized name (if known)</i>	<i>1</i>
<i>Greater number of addresses</i>	<i>1</i>
<i>Arterial street</i>	<i>1</i>
<i>Historical relevance</i>	<i>1</i>
<i>Existing street signs</i>	<i>1</i>
<i>Relatedness of town/subdivision names</i>	<i>1</i>

2. Notification of Conflict

***Sussex County** Government will notify the Incorporated Communities of a street name conflict. County Government will also provide an evaluation based on the point system listed above. Based on this evaluation, the County will recommend which street name should be changed. In the event of a tie, the Addressing Authority shall determine the street name to be retained.*

3. Eliminating Conflicting Street Names

a. **Minor Streets - having 10 or less property owners**

- 1. Upon receiving the notification of conflict, the County officials shall determine which street is to be renamed.*
- 2. The County shall inform the property owners along the affected street of the need to change the street name and that the property owners may request an alternate name(s).*
- 3. Property owners have 30 days following the date of notification to provide street name requests to the County.*

4. *The County shall select an alternate name for the street, and a second choice, giving preference to those names requested by the property owners, which meet standards established herein.*

b. **Major Streets - having 11 or more property owners**

1. *Upon receiving the notification of conflict, County officials shall determine which street is to be renamed.*
2. *The County shall announce the need to change a street name at a County Council meeting within thirty (30) days of receiving the notification of conflict, and that the property owners may request an alternate name(s).*
3. *Property owners shall then have thirty (30) days following the date of announcement to provide street name requests to the County.*
4. *The County shall select an alternate name for the street, and a second choice within sixty (60) days from receiving the notification of conflict, giving preference to names requested by affected property owners, which meet standards established herein.*

4. Alternate Street Name Review

Sussex County Government will review the name for compliance with the street name policy, and for duplication, and report acceptability to the requesting parties within 30 days of receipt of the request for name change. Second choice street names will be assigned if the first choice is not usable.

5. Notification of Name Change

Sussex County Government will notify the United States Postal Service (USPS), Delaware Department of Transportation (DELDOT), and emergency services of street name changes. The County will also notify the affected property owners.

§ 73-14 STREET NAME CHANGE

Currently there is a moratorium on all road name changes within Sussex County Addressing Jurisdiction. This moratorium will be lifted no sooner than 6 months after Sussex County reaches a 95% match rate between the Master Street Addressing Guide (MSAG), and the Telephone Companies Automatic Location Identification (ALI) database. At that time this ordinance will be amended to include a process that will be followed for requests of road names to be changed.

§ 73-15 EFFECTIVE DATE OF CHANGE

Any street name change will become effective following expiration of a thirty (30) day period commencing from the date said change was authorized by the Community, or earlier at the discretion of the Community.

§ 73-16 ADJACENT COUNTY COORDINATION

Sussex County Government will coordinate road names and address numbers with adjacent counties so that road names and addresses at county boundaries are logical. Roads that traverse county boundary lines should have one name for the continuous length of the road. If road names change at county boundaries, they should change at a prominent landmark or intersection. Address ranges near county boundaries should also change at intersections or landmarks where feasible.

§ 73-17 COUNTY ROAD NUMBERS

A road with one county road number may have more than one road name if there are logical breaks in the road at which it is logical for the name to change.

§ 73-18 PRIVATE LANES

Private lanes, which are not owned or maintained by DELDOT, shall be named when there is more than one addressable building located on the road. See Sections 73-4, 73-21.3, 73-28.A.2.

ARTICLE III

STREET NAME SIGNS

§ 73-19 INTRODUCTION

All public and private roads in Sussex County shall be identified by a sign and shall display the proper street name.

§ 73-20 DESCRIPTION OF SIGNS

Street name signs shall be installed at all intersections; and shall comply in design, installation and maintenance, with the following requirements as outlined below.

Where possible existing street signs will be retained

1. Sign Color

The street name should be reflective or illuminated and of contrasting colors. (For example: green legend on a white background or black legend on a white background.)

2. Sign Height

Signs should be not less than seven feet above the top of the curb in business districts and not less than five feet above the ground in rural districts. The height from the ground to the bottom of a secondary sign mounted below another sign may be one foot less than noted herein.

3. Sign Placement

Signs should be placed with their faces parallel to the streets they name, as close to the intersection corner as practicable with the nearest part of each sign not less than one foot, and preferably two feet, back from both curb lines.

4. Sign Posts

Sign posts of signs erected inside a curb are not regulated. Signs that are not posted behind a curb shall be of breakaway construction. Sign post material is not regulated.

5. Sign Letters

The street name shall appear in capital lettering at least six inches high. Supplementary lettering to indicate the type of street such as, ST, AVE, RD or directional information, such as N, S, NW may be in smaller lettering, at least four inches high.

6. In Lieu of Signs

The street name may also be placed in a vertical position on concrete or wood posts.

§ 73-21 RESPONSIBILITY FOR STREET NAME SIGNS

1. Existing Public Roads

Incorporated Communities and or DELDOT are responsible for fabricating and installing street name signs at the intersections of all existing public roads.

2. Existing Private Roads

Sussex County is responsible for fabricating and installing street signs at the intersections of all private streets.

3. New Public and Private Roads

*The subdivision developer shall be responsible for fabricating and erecting street name signs at the intersections of all new public and private roads. In new subdivisions, all street names must be approved prior to final subdivision approval. See **Sections** 73-4.2, 73-11, 73-12, 73-26.2.*

ARTICLE IV

ADDRESSING POLICY

§ 73-22 ADDRESSING AGENCY

The County shall establish and assign street address numbers in accordance with the guidelines set forth herein. All buildings used for residential, commercial, institutional or governmental purposes shall be provided with an address identifying the building.

§ 73-23 ADDRESSING METHODOLOGY

A. Frontage Interval/Grid Addressing System

The addressing system will be based on a on a grid/frontage interval system. The address numbers will be 4 or 5 digits (depending on your location) and will be part of the Delaware State Plane coordinate system

The Frontage Interval Addressing System is based on the measurement of the intervals between the beginning of a road and the structures along the road. The frontage interval system will follow an interval guideline or measurement increments, which will yield approximately 528 possible address numbers per mile.

For each road in the county a starting address number will be obtained at the start point (intersection) of each road by the following approach (see also diagram 1):

- a) Each road will be given a direction based on its overall meandering throughout the county. The direction will either be a road that transverses north – south or west – east. If the road is identified as a north – south road then the starting address value would be the last 5 integer digits of the y value or the Northing value of the Delaware State Plane coordinate at that location. If the road is identified as a west – east road then the starting address value would be the last 5 integer digits of the x value or the Easting value of the Delaware State Plane coordinate at that location.*
- b) Once the starting address number has been obtained the road will be divided into 20' segments. Each 20' segment of road will get an odd and even address number incrementally from its starting point. A perpendicular line is drawn from the structure to the road and the structure will acquire the address number of the 20' segment of road that the perpendicular line intersects. It will acquire the odd or even address number depending upon which side of the road it is located on. If a structure cannot be given a point that is perpendicular to the road then the structure will be attached to the closest point on the road and given its 20' segment address. An example of this is when a structure is accessed beyond the end of the road. This structure will receive the last address of the road.*

The frontage interval system includes rules for the point of beginning of the road, the location of odd and even numbers along a road, the "take-off" point for semi-circular roads and numbering cul-de-sacs, numbering of diagonal roads, numbering of apartments and duplexes, numbering of businesses, trailer parks and stacked addresses.

The following list is a description of the generally acceptable numbering standards.

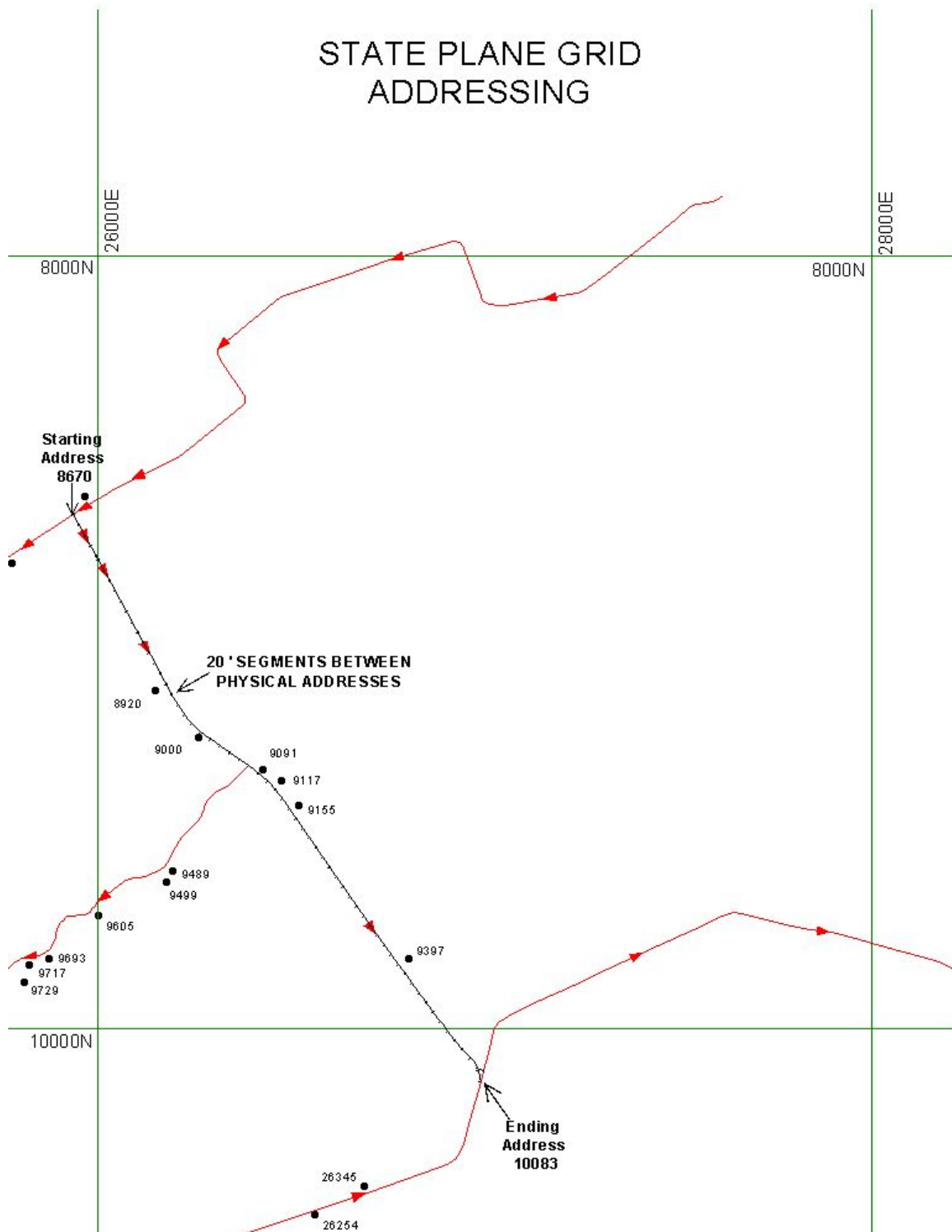


Diagram 1

1. The Frontage Interval

Assign numbers every (20 feet) or approximately each 1/264 mile. This will yield approximately 528 numbers per mile, 264 odd on one side and 264 even on the other side.

2. Odd/Even Number Location

Assign even numbers on the right side, from the point of beginning, and odd numbers on the left side, from the point of beginning. This may be reversed to conform to existing addresses.

3. Beginning Point

Numbering should begin at the West beginning point and proceed eastward or at the South beginning point and proceed northward. In the case of a dead-end road, the beginning point will be at the point of departure from the main road, regardless of direction. See [Section 73-28.8](#).

4. Fractional, Alphanumeric, Hyphenated Addresses

There should be no use of fractional addresses, alphanumeric address numbers, nor hyphenated address numbers (e.g. 34 ½ Ash St, 123A Main St, 41-656 Bell St).

Rules one through four shall apply unless you are continuing a city numbering scheme, as in leaving a city or subdivision where other numbers are being used. In this case, the existing system in place will dictate the beginning, odd/even number. See [Section 73-23.10](#), [73-23.14](#).

Recommendations for specific numbering situations are below. The general logical order of address elements should follow United States Postal Service (USPS) conventions: road number, pre-directional (if any), primary road name, suffix, post-directional (if any), and secondary number (if any) (e.g. 110 S Main St, Apt 304).

5. Bridges

In the future, bridges may be numbered to identify them for purposes of references, just as houses.

6. Diagonal Streets

Diagonal streets should be treated as either north-south or east-west streets. Arbitrary decisions on the direction are acceptable, but the primary direction should be chosen.

7. Circular Streets

Circular streets and roads begin at the low numbered intersection and are numbered with the even numbers on the inside of the circle. The outside of the circle is numbered first and consecutively. The inside is then numbered to match and mix with the outside. This will result, in some cases, in fewer numbers on the inside of the circle, and also with spaces between the numbers.

8. Cul-de-sacs

Cul-de-sacs often require applying the rules for both dead-end streets and circular streets. Those without buildings in the center portion should be numbered as if the center line of the street bisects the cul-de-sac. The numbering begins from the intersection of the main road and ascends toward the cul-de-sac. Once in the cul-de-sac the numbers proceed odd around the left side of the circle and even around the right side of the circle progressing in the direction that the numbers increase. Odd and even numbers meet at mid-point or the back of the cul-de-sac.

On rare occasions there may be structures inside the cul-de-sac. When this occurs, number the structure or structures in the way that will fit best. Generally there are no houses in the middle ground.

9. Corner Lots

When assigning numbers to corner lots, use the driveway. When the driveway is obscured or if the structure is best reached for emergency purposes by the front door, assign the property number based on where the front door falls on the road.

10. Crossing County Lines

When crossing county lines, consideration will be given to an existing numbering system in that county. If no system exists, the numbering will stop at the county line. If a system does exist in that county, those numbers may continue, following these rules for distance and direction.

11. Stacked Addresses

Houses or trailers behind other houses or trailers facing the road, sharing a common driveway, should be numbered following the rules for distance and direction herein. Use of a hyphenated, alphanumeric or fractional number is discouraged (e.g. 254A, 254 ½, or 254-3). See [Section 73-23.4](#).

12. Apartments and Duplexes

Apartments and other multi-tenant structures should be numbered with the main building and then assigned apartment numbers as secondary location indicators (e.g. 202 Main St, Apt 303). If possible, use apartment numbers to indicate the floor location (e.g. Apt 303 is the

third apartment on the third floor). If a building has a separate entrance for each unit, then each entrance will receive an address.

13. Businesses

Businesses and business districts should be numbered just as apartments, with the middle of the building determining the number and the offices or businesses in the building being numbered as suites (e.g. 225 Oak Dr, Suite 34). This rule may also be applied to "office parks" where each business has its own small building. See [Section 73-18](#).

14. Interfacing With Existing Systems

When interfacing with existing numbering systems, care should be taken in locating the last assigned number of the existing system. All possible sources should be checked to determine the last number.

15. Mobile Home Parks

Mobile home parks should be addressed the same as single family dwellings with all roads being named, and following the rules for distance and direction herein (e.g. 45 Forest Ln).

16. Highways

Highways with no numbering system in place or where the system is to be changed will be numbered from county line to county line, following the rules for distance and direction herein.

17. Structures

When assigning numbers, the middle of the structure should determine the address assigned. Structures should always be numbered according to where the driveway enters the road, not where the mailbox is. An exception to this is when the structure is obscured or if the structure is best reached for emergency purposes by the front door. In such cases, the address should be assigned where the front door falls on the road. See also [Section 73-23.9](#).

18. Preplanning Subdivisions

*New subdivisions will require street naming and address assignments to the lots prior to final approval. **Sussex County** Government must review the plan for compliance with the various sections of this policy, as they relate to street naming and the assignment of address numbers. **Sussex County** Government must sign-off on this portion of the subdivision plan. See [Sections 73-4](#), [73-21.3](#), [73-26.2](#). Pre-planning requires that corner lots be numbered in two directions, since it is unknown which way the houses might face on the lot. See [Section 73-23.9](#).*

§ 73-24 EXEMPT BUILDINGS AND USES

The following buildings and uses will be exempt from the addressing system, but may be addressed at the request of the property owner.

1. *Farm buildings which are not residential or commercial*
2. *Accessory buildings which have uses that are accessory to the primary use of a residential, commercial, industrial, institutional, or governmental buildings.*
3. *Unoccupied farm land or lots containing no dwelling(s) or businesses*

§ 73-25 CHANGING ADDRESS NUMBERS

If an address number is changed for any reason, the County shall be responsible for changing the address number.

When such a change is made, the County shall notify the building owner to make the change, and the County will notify the United States Postal Service (USPS), and emergency services.

The owner of the building shall change the posted address numbers within thirty (30) days of receipt of such notice. The resident of the building will be responsible for notifying all suppliers and others of the address change.

§ 73-26 ADDRESSING NEW CONSTRUCTION AND DEVELOPMENT

1. Building Permit Requirements

Prior to beginning new construction, property owners shall submit an application for a building permit. When the building permit is issued an address will be assigned and mailed to the address submitted on the building permit.

2. Subdivision Requirements

No residential, commercial or industrial subdivision or land development shall be approved or recorded unless the street name(s) have been assigned. Addresses will be assigned immediately after the subdivision is recorded.

§ 73-27 RESPONSIBILITY FOR DISPLAY OF ADDRESS NUMBERS

NO Certificate of Occupancy shall be issued until the assigned Property number has been displayed in accordance with the requirements of this ordinance.

It shall be the responsibility of each and every property owner, trustee, lessee, agent and occupant of each residence, apartment building, business or industry to purchase, post and maintain address numbers as required under this policy at all times.

It shall be the duty of the above mentioned, upon affixing a new address number, to remove any conflicting number.

It shall be unlawful to cover any address number with any sign, drapery, or other obstruction tending to conceal such number.

§ 73-28 SIZE AND LOCATION OF STREET ADDRESS NUMBERS

A. All address numbers must be displayed on a contrasting background and must be reflective.

1. Residences, Townhouses and Businesses

It shall be the duty of each and every property owner, trustee, lessee, agent and occupant of each resident, apartment building or business to display the assigned address number according to the guidelines set forth herein. The address shall be made up of numbers and letters that are light reflective and contrasting in color with the background on which they are affixed and shall be posted according to one of the two following methods:

(a) On the mailbox using 3" light reflective numbers and/or letters provided the address is clearly visible from both sides of the street or road it is located on and clearly identifies the structure the address belongs to. If the mailbox is not located directly in front of the property it is addressed to, or if multiple mailboxes are grouped together, a sign can be placed on the property in a location which clearly identifies which structure it belongs to or

(b) On the structure itself using 4" light reflective numbers and/or letters provided the address is posted on that portion of the structure that is most visible from the road or street the structure is located on and it clearly identifies the structure the address belongs to.

Whichever method is chosen, the address must clearly identify which structure the address belongs to and must be visible from both sides of the street or road the structure is located on or is closest to during both day and night time hours.

2. Private Lane and Long Driveways

If any residence, apartment building or business (except malls or shopping centers) is located so that the address number is not clearly visible from the street, an additional address number shall be posted at the intersection of the driveway with the public street. The additional address number shall be made up of numbers and/or letters which are not less than four inches in height, reflective, contrasting in color with the background on which they are affixed, visible day or night, and placed upon a post or other structure which displays the number at least forty-eight inches above the ground. The property owner is

responsible for the installation of these additional sets of address identifiers.

3. Industrial and Commercial Structures in Low Density Areas

All industrial and commercial structures located in low density development areas, (areas in which small residential style address numbers are not visible from the road), shall display address numbers of not less than ten inches in height. The number shall be reflective, contrast in color with the background on which it is affixed and shall be visible day or night, from the street. When possible, the number shall be displayed beside or over the main entrance of the structure.

4. Apartment Buildings and High-rises

All apartment buildings and high-rises shall display address numbers above or to the side of the primary entrance to the building. Address numbers shall be reflective, contrast with the color of the background to which they are affixed, and shall be at least six inches in height to be visible day or night from the opposite side of the street facing the main entrance.

Apartment numbers for individual units within the complex shall be displayed on, above, or to the side of the doorway of each unit.

5. Bridges

In the future, and if this policy is amended, all bridges shall have displayed address numbers of not less than six inches in height, reflective, contrasting in color with the background on which they are affixed, visible day or night, and placed upon a post or other structure which displays the number at least forty-eight inches above the ground. Addresses shall be placed at each end of the bridge.

§ 73-29 NOTICE TO COMPLY

County officials and county employees should be authorized to enter upon private property for the purposes of inspection and to give notice by personal service or by certified mail to persons in violation of this policy directing them to abate the situation within thirty (30) days after issuance of such notice.

ARTICLE V

ENFORCEMENT

- A. *Enforcement of the penalties contained in this section of this Ordinance shall begin 18 months following the adoption of this ordinance. During the period between the date of adoption and the beginning date of enforcement, the County Mapping and Addressing Office shall inform the public of the adoption of the Ordinance, the requirements thereof, the consequences for failure to comply with the Ordinance and the date on which the County will begin to enforce the penalties for failure to comply.*

In the event any person, corporation or other legal entity shall violate the requirements of this Ordinance, the County or its designee shall take the following action regarding such violation.

- 1. The alleged violator will be notified, in writing, of the portion or portions of the Ordinance they are alleged to have violated and all of the requirements necessary for them to complete in order to comply with the terms of the Ordinance. Such notice shall be sent by certified mail, return receipt requested to the person or entity at the address listed in the County tax records. If the violation is not resolved to the satisfaction of the County within fifteen (15) calendar days following receipt of said written notice, the violator shall be charged with a violation of the Ordinance and shall be assessed a fine in the amount of 50.00. A notice of the assessment of the fine shall be sent to the violator by certified mail, returned receipt requested at the addressed set forth in the County tax records.*
- 2. If the violator has not complied with the requirements of the Ordinance within two (2) calendar weeks from the date of the letter notifying them of the assessment of the fine and the steps required to comply, an additional fine of \$100.00 per day shall be assessed beginning on the fifteenth day following receipt of notice sent by mail, returned receipt requested. Wherever notice is provided herein to be made by certified mail – return receipt requested, the County may elect, at its option, to deliver the notice by hand delivery to one of the property owners or another adult person in or upon the property at the time of the delivery. If and when a fine of \$100.00 per day begins to accrue it shall continue to accrue at that rate until the violation of Ordinance has been cured and the property is in compliance with this Ordinance. A properly authenticated photograph of the subject property, showing the absence of the information required by this Ordinance shall be considered sufficient proof of non-compliance in any enforcement action.*
- 3. Fines and penalties assessed for a violation of the Ordinance shall be considered civil penalties and any action brought for the recovery of the penalties by the County shall be brought in the Justice of the Peace Courts under the jurisdictional statute contained in Title 10, Delaware Code, §9301.*
- 4. In addition to the fines and penalties set forth in this section of the Ordinance, a person adjudged to have violated the terms of the Ordinance shall, in addition to any fines and penalties assessed, pay all court costs and assessments levied by the Justice of the Peace Courts.*

ARTICLE VI

EXECUTIVE SUMMARY OF RESPONSIBILITIES

§ 73-30 COUNTY OFFICIALS

County officials are responsible for:

- 1. Assigning names to all public roads in compliance with the guidelines established herein*
- 2. Resolving road name duplications within a community, zip code or emergency service zone area*

3. *Having a subdivision ordinance requiring that the applicant have approved street names for all proposed roads prior to receiving final subdivision approval and to enforce this ordinance*
4. *Passing ordinances to adopt names for all roads within the County*
5. *In the case that a street name must be changed, the County officials will inform property owners along the street, as described in **Section** 73-13.3.A., 73-13.3.B.*
6. *Fabricating and installing street name signs at the intersections of all existing private roads*
7. *Maintaining street name signs at the intersections of all existing private roads*
8. *County officials will have the responsibility for entering onto private property for the purpose of notifying persons who are in violation of this ordinance.*

§ 73-31 SUSSEX COUNTY GOVERNMENT – ADDITIONAL RESPONSIBILITIES

Sussex County Government shall also be responsible for:

1. *Administering this ordinance*
2. *Maintaining a countywide database of street names*
3. *Reviewing subdivision requests for conformance with this policy*
4. *Reviewing requests for street name changes for compliance with this policy*
5. *Reserving names for proposed development as set forth herein*
6. *Notifying the United States Postal Service (USPS), Delaware Department of Transportation (DELDOT) and emergency services of street name changes*
7. *Coordinating street names and address ranges with adjacent counties*
8. *Establishing, assigning and when necessary, changing address numbers in accordance with this policy.*

§ 73-32 UNITED STATES POSTAL SERVICE

The United States Postal Service (USPS) is responsible for:

1. *Maintaining a dual addressing system, delivering mail addressed to either address for a time period in accordance with their regulations*
2. *Maintaining a database of addresses as notification of address changes are received from the county*

§ 73-33 PROPERTY OWNERS AND RESIDENTS

Each and every property owner, trustee, lessee, agent and occupant of each residence, apartment building, business, industry or institution is responsible for:

1. *Purchasing, posting and maintaining assigned address numbers in conformance with the guidelines set forth herein*
2. *Removing old address numbers when new numbers are posted*

§ 73-34 DEVELOPERS

Developers shall be responsible for:

1. *Obtaining approval for street names prior to receiving final approval of subdivision applications*
2. *Purchasing and installing road name signs for all new roads*

ARTICLE VII

SOURCE GUIDES¹

- A. *The suffix chart attached as Attachment 1.*
 - B. *The National Emergency Number Association's book Addressing Systems: A Training Guide for 9-1-1, 1995, ISBN 1-883119-18-9.*
 - C. *The United States Postal Service publication: Addressing Conventions, July 1989, filing number DM-940-89-03.*
 - D. *The United States Postal Service publication: Postal Addressing Standards, August 1995, Publication 28.*
-

¹ Any addressing issues not addressed in this ordinance will be resolved using the standards recommended in the above referenced publications.



ATTACHMENT 1

Thoroughfare (Suffixes) Uses



Federal & State Highways 4 lanes or more (Arterial)

THOROUGHFARE	ABBREVIATION
BOULEVARD	BLVD
BYPASS	BY
FREEWAY	FRY
GATEWAY	GTWY
HIGHWAY	HWY
PARKWAY	PRKWY

County Roads that are State Maintained (Collector)

THOROUGHFARE	ABBREVIATION
AVENUE	AV
CROSSING	CRSG
EXTENSION	EXT
FERRY	FERRY
ROAD	RD
STREET	ST
WALK	WALK
WAY	WAY

Local Roads

State and Privately Maintained Subdivisions & Named Private Drives

THOROUGHFARE	ABBREVIATION
ALLEY	ALY
BRANCH	BR
BOARDWALK	BLK
CIRCLE	CIR
COURT	CT
COVE	COVE
CROSSING	CRSG
DRIVE	DR
DRIVEWAY	DRWAY
HARBOR	HBR
INLET	INLET
LANDING	LNDG
LANE	LN
LOOP	LOOP

THOROUGHFARE	ABBREVIATION
MALL	MALL
NECK	NECK
ORCHARD	ORCH
PATH	PATH
POINT	POINT
ROAD	RD
SHORE	SHORE
SQUARE	SQ
STATION	STAT
STREET	ST
TERRACE	TER
WALK	WALK
WAY	WAY

Other suffixes not listed may be considered at the discretion of the County providing they meet valid street suffix abbreviations, as defined by the Master Street Addressing Guide (MSAG) official suffix guidelines.

ALL streets must have a suffix.

Contact: Sussex County Mapping & Addressing

2 The Circle

Georgetown, DE 19947